

Scoring Criteria 1: Qualifications of Proposed Project Manager

Min pts 0: Max pts 40

Include the following items:

- Provide up to three (3) examples of projects that demonstrate the prior Project Management experience of your proposed Project Manager on projects with ferry system-related issues and stakeholders, and a brief description of how the issues were addressed and the stakeholders engaged. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.
- Demonstrate Project Manager's familiarity with public involvement requirements for transportation projects under state and federal environmental laws.
- A statement of the Project Manager's availability and commitment of time.
- Provide up to three examples of the proposed Project Manager's ability to manage all of the following within a project:
 - Demonstrated ability to respond to critical schedules and deadlines;
 - Scope of work/scope creep;
 - Budget issues; and
 - Changes that arise throughout the life of the project.

Scoring Criteria 2: Key Team Members Qualifications (Prime Consultant and Sub-consultants)

Min pts 0: Max pts 40

A. Include the following items:

- An organization chart of your proposed team with the respective roles and responsibilities that each key team member would provide;
- How long has each proposed key team member provided these type(s) of expertise;
- Provide examples of projects where each key team member has dealt with ferry system-related issues and stakeholders, and a brief description of how the issues were addressed and the stakeholders engaged. For each proposed key team member, provide up to three examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles and responsibilities for each team member on those project(s);
- For each key team member, demonstrate familiarity with public involvement requirements for transportation projects under state and federal environmental laws;
- A statement regarding the availability and commitment of time for each proposed key team member;
- A summary of where each key team member is located;
- List past projects where the prime consultant worked with proposed sub-consultants on similar projects in the last three years. Provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one project for each sub-consultant firm;

- A list of up to three projects that each key team member on your project team has completed within the last three years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the project(s) and the approximate consultant fee of each project.

Scoring Criteria 3: Firm's Project Management System (Prime Consultant Only)

Min pts 0: Max pts 20

A. Include the following items:

- Describe your firm's Quality Assurance/Quality Control processes;
- Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
- Describe your firm's process for interacting with your internal project team.
- Describe your firm's change management process.

Scoring Criteria 4: Work Samples (Prime Consultant and Sub-consultant)

Min pts 0: Max pts 30

Provide work descriptions and samples of three projects completed by the Project Manager(s) and key team members during the past two years. When viewed as a group, these work descriptions and samples should demonstrate the ability of the proposing team to:

- Plan, coordinate and implement public involvement and community outreach activities in support of complex transportation projects with multiple stakeholders;
- Conduct, analyze and use quantitative community research. Consultants must demonstrate the ability to gather, analyze and present interests and concerns of communities and the public;
- Develop, design, produce and distribute written and graphic communications products to support effective public involvement and community outreach activities. Expertise should span a variety of media, including, but not limited to, print, direct mail, websites, broadcast media and transit.

Work completed by the consultant and all sub-consultants should be represented in the three work descriptions and samples. No more than three project descriptions with samples will be considered. Each description must specify:

- Project start and end dates;
- Project costs with detail about the cost of creative development, planning, production and distribution;
- Results achieved by the product or service;
- Demonstrated creativity and effectiveness of project results; and
- The key team members responsible for the sample projects/products.

Scoring Criteria 5: References/Past Performances (Prime Consultant Only)

Min pts 0 : Max pts 20

A. Include the following items:

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years. A copy of your performance evaluation forms must be included in packet B of your submittal.

If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

Performance Evaluations on WSDOT projects:

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date.

Performance Evaluations for Non-WSDOT projects:

If evaluations have not been performed for projects completed within the last three (3) years, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax no later than the submittal due date. The evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.

Scoring Criteria 6: Cost Factors (Prime Consultant and Sub-Consultants)

Min pts 0 : Max pts 20

Include the following items (If your firm has an established overhead rate use item "A": otherwise use item "B"):

A. Overhead Rate and Direct Labor Costs:

- Overhead rates: Please state your firm's overhead rate. Please include supporting audited/unaudited overhead schedule for the most current fiscal year. Please include the beginning and ending dates of your firm's fiscal year.
- Direct (raw) labor costs: Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager, and the associated direct (raw) labor costs for each labor classification.

B. Statement of Billing Rates: If your firm does not have a overhead rate, include the following:

- Descriptive statement that the rates listed are the lowest/best rates given to any client;
- The beginning and ending dates that the quoted hourly rates are valid;



- Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager; and
- The hourly billing rates for each labor classification.